

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, AWARDBID NO. 672-16 FOR A PERIOD OF FIVE (5) YEARS WITH ONE (1) ADDITIONAL 12 MONTH RENEWAL TERM AND AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE THE SERVICE CONTRACT WITH AUTOMATED DIRECT MAIL SERVICE CENTER, INC., OF RIVIERA BEACH, FLORIDA TO PROVIDE MAILING SERVICES FOR UTILITY BILLING AT AN ANNUAL ESTIMATED COST OF \$83,025; AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE SAID CONTRACT; AND AUTHORIZING THE DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES TO MAKE PAYMENTS FROM THE APPROPRIATE OPERATING ACCOUNTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City currently prints an average of 13,500 invoices per month; and

WHEREAS, the City has a need for invoices to be processed and mailed in a timely manner; and

WHEREAS, the City's current mailing services contract is no longer valid; and

WHEREAS, the City solicited bids and received numerous responses with Automated Direct Mail Service Center, Inc. being the lowest responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, FLORIDA THAT:

SECTION 1. That the City Council hereby accepts the bid proposal and awards a Mailing Services Contract to the lowest responsive and responsible bidder in an amount not to exceed \$83,025.00 annually.

SECTION 2. That the Director of Finance and Administrative Services is authorized to make payment for same from departmental accounts.

SECTION 3. That the Mayor and City Clerk are hereby authorized to execute the contract.

SECTION 4. That the City Manager is hereby authorized to execute renewals as detailed in the contract.

SECTION 5. That the Resolution take effect upon its passage and approval by the City Council.

PASSED AND APPROVED THIS _____ DAY OF _____, 2016.

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APPROVED:

THOMAS A. MASTERS
MAYOR

TERENCE D. DAVIS
CHAIRPERSON

ATTEST:

CLAUDENE L. ANTHONY
CERTIFIED MUNICIPAL CLERK
CITY CLERK

KASHAMBA MILLER-ANDERSON
CHAIR PRO TEM

LYNNE L. HUBBARD
COUNCILPERSON

TONYA DAVIS JOHNSON
COUNCILPERSON

DAWN S. PARD
COUNCILPERSON

MOTIONED BY: _____

SECONDED BY: _____

L. HUBBARD _____

K. MILLER-ANDERSON _____

T. DAVIS JOHNSON _____

D. PARDO _____

T. DAVIS _____

REVIEWED AS TO LEGAL SUFFICIENCY

ANDREW DEGRAFFENREIDT
CITY ATTORNEY

DATE: _____